



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY STATE FIRE MARSHAL IV	40	A	11.502
DEPUTY STATE FIRE MARSHAL III	38	D	11.507
DEPUTY STATE FIRE MARSHAL II	36	D	11.505
DEPUTY STATE FIRE MARSHAL I	31	D	11.506
OPTIONS A: CODE ENFORCEMENT/INVESTIGATIONS			
B: INSPECTION			

SERIES CONCEPT

Deputy State Fire Marshals conduct arson and other fire-related investigations; fire and life safety code enforcement; inspections and permitting of hazardous materials use, storage, and manufacturing facilities; coordinate the licensing and certification of fire-related devices and technicians; and provide training and technical assistance to fire departments.

Conduct fire cause and origin investigations when a fatal or suspicious fire occurs; investigate burn injury reports; identify safety hazards at the scene of a fire or explosion and ensure the safety of investigation personnel; direct the efforts of local fire and law enforcement personnel assisting in the scene investigation; request additional personnel or equipment as needed; control access to site; gather evidence, transport, analyze, and secure so as to preserve chain of custody; sketch and photograph scenes; request relevant medical and scientific analysis; conduct follow-up research, including use of law enforcement networks and databases, informants, and undercover surveillance as needed; interview witnesses; interrogate suspects; prepare and execute arrest and search warrants as needed; prepare cases for prosecution or settlement by district attorneys; develop link charts and time lines; write comprehensive reports on findings and conclusions of investigations; testify in criminal and civil court cases.

Conduct inspections to determine compliance with fire prevention laws, codes and regulations in public and commercial facilities and facilities owned, occupied, or regulated by State agencies; issue Certificates of Occupancy in designated jurisdictions; investigate complaints of hazards or code violations; apply general codes and regulations to specific situations; interpret code or regulation intent; evaluate alternate means of compliance; identify and document hazards and code violations; assess degree of hazard and urgency of correction; issue notices of violation and required corrective action; follow up to ensure compliance; and take enforcement action through criminal or civil legal systems.

Identify and inspect premises where hazardous materials are used, stored, and manufactured; determine compliance with relevant codes and standards; notify owner/operators of violations and dates for reinspection and enforcement activities; assist businesses in completing applications for hazardous material permitting; review applications; ensure dissemination of critical information to local emergency planning committees and fire departments; assist fire departments in pre-fire planning for hazardous materials locations in their jurisdictions; evaluate and make recommendations concerning fire departments' response capabilities in hazardous materials incidents.

License companies and individuals in the fire safety, explosives, and pyrotechnic industries; determine whether applicants meet requirements for licensure; collect appropriate fees; conduct background checks; develop and give exams to applicants that service fire protection equipment or produce fireworks for public display, inspect and witness tests on fire protection equipment and systems; inspect buildings, equipment, vehicles, devices and premises used in performing the services for each class of license; investigate complaints alleging fraud, misrepresentation, malpractice or incompetence in the fire safety industry or pyrotechnic industry using appropriate law enforcement investigation techniques; determine whether to proceed with criminal prosecution or an administrative hearing; may recommend revocation or suspension of division-issued licenses.

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SERIES CONCEPT (cont'd)

As assigned, represent the State Fire Marshal's Office to other State agencies, community and professional associations, fire and law enforcement entities; provide formal and informal training to fire departments and other groups in areas of expertise; make presentations to community, business, and governmental bodies.

Develop and maintain records, files, and reports on assigned activities.

Perform related duties as assigned.

CLASS CONCEPTS

Deputy State Fire Marshal IV: This class supervises the Operations Section of the State Fire Marshal's Office, including fire investigation, code enforcement, and regulation of the fire protection and pyrotechnics industries. The incumbent is assigned to plan, evaluate, and direct section activities, allocating resources to maximize goal achievement; conduct resource development activities, e.g., to acquire investigative equipment; recommend hiring, discipline, and terminations; evaluate subordinates' performance; and coordinate basic and specialized training of subordinate deputies, including assigning experienced deputies to serve as field training officers. This class reports to the Assistant State Fire Marshal.

Deputy State Fire Marshal III: Positions allocated to this class function at the advanced journey level. In addition to performing the full range of duties in the series concept, they serve as field training officers for new deputies and lead investigator in complex vehicle, structure, and wildland fire investigations; and are recognized by courts as an expert witness in fire-related investigations. Additionally, positions in this class may be assigned to manage a satellite office.

Deputy State Fire Marshal II: Positions allocated to this class function at the journey level and perform the full range of duties outlined in the series concept, typically with the exception of hazardous materials inspection. In addition, the Deputy State Fire Marshal II may serve in a lead role.

Deputy State Fire Marshal I:

Option A: Code Enforcement/Investigations - Incumbents work under close supervision of a higher-level Deputy State Fire Marshal in the Operations Section and receive training in performing part or all of the duties described in the series concept. Training includes attendance at the Basic P.O.S.T. Academy.

Option B: Inspection - Incumbents may be permanently assigned to Hazardous Materials Permitting and Inspection, and/or to general Fire and Life Safety Inspection, which do not require P.O.S.T. certification.

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MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening test for controlled substances before hire.
- * A background check, including fingerprinting, will be required before appointment.
- * Applicants must meet current Peace Officers Training & Standards (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Applicants must possess and maintain a valid driver's license.

DEPUTY STATE FIRE MARSHAL IV

EDUCATION AND EXPERIENCE: One year of supervisory experience as a Fire Chief or Fire Marshal for a governmental entity, Captain in a Fire Prevention Bureau of a fire service agency, or a chief official in a combined building and fire code agency; and two years of fire investigation and two years of fire prevention and code enforcement experience; **OR** two years of experience as a Deputy State Fire Marshal III in Nevada State service; **OR** an equivalent combination of training and experience. All of the preceding ways of qualifying for this class also require experience as a formal classroom trainer in Arson Detection and Investigation. (*See Special Notes and Requirements for this series as a whole and for lower levels in this series.*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: develop budget proposals and monitor expenditures, design and implement record keeping and reporting systems; determine priorities in accordance with organizational goals and current circumstances; formally supervise subordinate staff; *and all knowledge, skills, and abilities required for Deputy State Fire Marshal III.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada State Fire Marshal regulations. **Ability to:** maintain effective community relations; maximize opportunities for staff training and resource development; serve as technical resource for the most difficult code enforcement and fire investigation activities; manage multiple programs.

DEPUTY STATE FIRE MARSHAL III

SPECIAL NOTES AND REQUIREMENTS FOR THIS CLASS:

- * At the time of hire into this class, candidates must have been certified as an expert witness in arson investigation by one or more local, State, or federal courts.
- * Within one year of hire into this class, incumbents must have attained: 1) Nevada State Fire Inspector II certification, and 2) intermediate Nevada POST certification.

EDUCATION AND EXPERIENCE: Two years of experience as a fire investigator in a fire service agency; or as an investigative law enforcement officer; **OR** certification as a Fire Investigator by the International Association of Arson investigators; **OR** one year of experience as a Deputy State Fire Marshal II in Nevada

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MINIMUM QUALIFICATIONS (cont'd)

DEPUTY STATE FIRE MARSHAL III (cont'd)

State service; **OR** an equivalent combination of training and experience. All of the preceding ways of qualifying for this class also require experience as a Field Training Officer in arson or other criminal investigations. *(See Special Notes and Requirements for this series as a whole and for lower levels in this series.)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: independently manage investigations of the largest and most complex vehicle, structure, and wildland fires; *and all knowledge, skills and abilities required for Deputy State Fire Marshal II.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: all consensus standards relevant to fire and life safety inspection. **Ability to:** present formal training in fire investigation techniques; train and direct the work of other deputies.

DEPUTY STATE FIRE MARSHAL II

SPECIAL NOTES AND REQUIREMENTS FOR THIS CLASS:

- * As a condition of hire into this class, candidates must have attained: 1) Basic Nevada POST certification, 2) certification as a Nevada State Fire Inspector I, and 3) successful completion of the National Fire Academy's Arson Investigation course (R205) or equivalent.

EDUCATION AND EXPERIENCE: Two years of experience as an industrial Fire Safety Inspector or as an investigative law enforcement officer; **OR** one year of experience as a local or State Fire Inspector or as a Deputy State Fire Marshal I in Nevada State service; **OR** an equivalent combination of training and experience. *(See Special Notes and Requirements for this series as a whole and for lower level in this series.)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: independently inspect a wide range of commercial and public facilities for fire and life safety code compliance; independently investigate small fires; *and all knowledge, skills and abilities required for Deputy State Fire Marshal I, Option A: Code Enforcement/Investigations.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: fire prevention principles; fire investigation and arson detection principles and techniques; National Fire Protection Association codes and standards; Uniform Building Code and State regulations as related to fire and life safety; law enforcement procedures and techniques for evidence collection and preservation, fingerprinting, photography, crime scene, fraud and criminal investigation, interviewing, interrogation, polygraph; civil and criminal court procedures; building construction and materials. **General knowledge of:** criminal laboratory procedures and capabilities. **Ability to:** effectively manage investigations of large and/or complex fires resulting in criminal charges.

DEPUTY STATE FIRE MARSHAL I

SPECIAL NOTES AND REQUIREMENTS FOR OPTION B: INSPECTION:

- * As a condition of hire into Option B, candidates must have successfully completed Hazardous Materials Awareness and Operations courses approved by the State Fire Marshal.

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MINIMUM QUALIFICATIONS (cont'd)

DEPUTY STATE FIRE MARSHAL I (cont'd)

SPECIAL NOTES AND REQUIREMENTS FOR OPTION B: (cont'd)

- * Incumbents in Option B may be required to achieve certification as a Hazardous Materials Technician, or successful completion of the National Fire Academy course "Chemistry of Hazardous Materials (R234)" or its equivalent within one year of hire.

EDUCATION AND EXPERIENCE: An Associate of Arts degree in Criminal Justice or Fire Science; **OR** certification as a Nevada State Fire Inspector I; **OR** certification as a Firefighter I and one year of experience in firefighting and/or code enforcement; **OR** training equivalent to Nevada basic P.O.S.T. certification and one year of career service as a law enforcement officer; **OR** an equivalent combination of training and experience. (*See Special Notes and Requirements for this series as a whole and for lower level in this series.*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

BOTH OPTIONS:

General knowledge of: fire science; basic fire suppression operations. **Ability to:** communicate technical information orally and in writing; perform standard mathematical computations; communicate effectively under demanding conditions; research complex technical matters; analyze information and identify key patterns, problems and objectives; make public presentations. **Physical ability to:** inspect buildings for a variety of fire and life safety hazards.

OPTION B: INSPECTION

General knowledge of: various classifications of hazardous materials and their physical and chemical properties.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

BOTH OPTIONS:

Working knowledge of: technical math (through trigonometry). **Ability to:** read blueprints, diagrams and schematics; identify and document hazards and code violations in the assigned area(s) of inspection; apply general codes to specific situations and evaluate alternate methods of achieving compliance; assess degree of hazard and urgency to correct; identify and carry out appropriate levels of enforcement action.

OPTION A: CODE ENFORCEMENT/INVESTIGATIONS

Working knowledge of: fire prevention, fire investigation and arson detection principles and techniques; National Fire Protection Association codes and standards; Uniform Building, and Fire Codes and State regulations as related to fire and life safety; law enforcement procedures and techniques for evidence collection and preservation, fingerprinting, photography, crime scene, fraud and criminal investigation, interviewing, interrogation, polygraph; civil and criminal court procedures; building construction and materials; fire safety equipment. **General knowledge of:** consensus standards for specialized areas of building construction including electrical, plumbing, etc.

OPTION B: INSPECTION

Detailed knowledge of: National Fire Protection Association Codes and Standards, Uniform Building Code, and State regulations as related to use, storage, handling, transportation, and manufacture of hazardous materials; methods of inspection for safety of hazardous material use, storage, and manufacture. **Ability to:**

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MINIMUM QUALIFICATIONS (cont'd)

DEPUTY STATE FIRE MARSHAL I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

OPTION B: INSPECTION (cont'd)

take appropriate safety measures in the presence of hazardous materials and processes; provide technical assistance to fire departments in pre-planning fires involving specific hazardous materials sites.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.502</u>	<u>11.507</u>	<u>11.505</u>	<u>11.506</u>
ESTABLISHED:	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/67	10/25/85
REVISED:			10/25/74	
REVISED:			5/1/78-3	
REVISED:			8/10/81-3	
REVISED:			10/25/85	
REVISED:			12/19/98-12	
REVISED:			8/6/87-3	8/6/87-3
REVISED:				4/20/89-12
REVISED:			11/15/91PC	11/15/91PC
REVISED:			7/1/97P	7/1/97P
			9/19/96PC	9/19/96PC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG	
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC	3/29/01UC